

Questions and Answers for Workday Wednesday

Request to Telework

September 30, 2020

Q1. Does the Request to Telework Acknowledgement apply to interns?

A1. Per Employee Services Bureau, interns are not required to fill out the Request to Telework Acknowledgement. However, the manager is responsible to knowing if interns are teleworking and track any DOT property the interns take home to do DOT work.

Q2. Can you explain the difference between Full-time and Intermittent?

A2. Per the Iowa DOT's [policy 200.05](#) on telework (Note: the previous link only works while on DOT network), **Full-time** is teleworking 75% or more of your scheduled work week and **Intermittent** is teleworking less than 75% of your scheduled work week.

Q3. I want to change my telework request. Do I need to complete the Request to End Telework and then complete another Request to Telework Acknowledgement with corrected information?

A3. If you plan to continue teleworking but want to change the days of the week, full-time vs intermittent, etc., just complete a new Request to Telework Acknowledgement. Add a note in the Comments section that this is an updated request. Only submit the Request to End Telework when you plan to return to the office and not telework any longer.

Q4. Do I need to include my DOT-issued cell phone - phone number in the Equipment section?

A4. Per the IT team, if you have a cell phone, list that in the Equipment section. While providing the cell phone number is not required, including the number is beneficial.

Q5. As a manager, can I just click the Send Back button if I want my employee to change something on the Request to Telework Acknowledgement?

A5. Yes. However, before you click the Send Back button, you must select **Denied** in the **Resolution** box at the top of the form and should also add comments informing the employee what needs to be changed.

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Q6. How do I find if I submitted a Request to Telework Acknowledgement and what I requested?

A6. From your Workday Home page, click on the **Requests** worklet (in the Applications section on the right side of the screen). Under the **View** section, click on **My Requests**. You will be able to see the Resolution of your request.

Request	Type	Description	Status	Resolution	Initiation Date	Completion Date
Request : Request to Telework Acknowledgement :	Request to Telework Acknowledgement		Successfully Completed	Done	09/16/2020 10:28:36 AM	09/25/2020 02:38:09 PM

To view what you requested, click on the **blue** text under the Request header.

Q7. As a manager, how do I find what my employees requested for teleworking?

A7. From your Workday Home page, click on the **Requests** worklet (in the Applications section on the right side of the screen). Under the **View** section, there are several ways to see your employees request for teleworking.

- Click on **All Requests**. In the **Request Type** box, type **tele** or several character from the phrase 'Request to Telework Acknowledgement' and then click the Request to Telework Acknowledgement box. Click **OK**. You will then see who has requested to telework and the status of the request. Click on the **blue** text under the Request for the desired worker (Initiator). If someone other than the worker has initiated the Request, the worker's name will be in the Workday Object Value column.
- Click on **Requests and Questionnaire Results for Teleworking** for a detailed listing of the status of the request and the corresponding questionnaire answers for selected worker(s). Uncheck the Request Resolution prompt **Done** to see all requests or select specific Request Resolution options. Enter the name of the selected worker(s) in the Worker prompt. Optionally, enter any of the other prompts for Question, Question Multiple Choice Answer, Initiated On or After date and time. Click **OK**.
- Click on **Equipment Used for Teleworking** for a detailed listing of answers given to the Equipment question on the questionnaire for selected worker(s). Enter the name of the selected worker(s) in the Worker prompt. Optionally, enter Requested Date and time. Click **OK**.
- To get a summary of all your workers Teleworking requests with drillable totals for each questionnaire answer, click on **Teleworking Questionnaire Results**. Optionally, select a specific question(s). Click **OK**. Click on a **blue hyperlink** to drill into the details for that field.